

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: WETLAND SPECIALIST
Department: Environmental Services
Reports To: Environmental Services Director
FLSA Status: Non-Exempt
Salary Range: \$15.13 to \$20.47 per hour / (\$31,475 - \$42,584) annual
Level: 4
Terms: Grant Funded Position:
USEPA Performance Partnership Grant Ends: 12/31/12 (80%)
USEPA Great lakes Restoration Initiative Grant Ends: 3/31/13 (20%)
Open Date: October 15, 2010
Closing Date: November 11, 2010

SUMMARY

The Wetland Specialist is responsible for all aspects of the Wetland Protection Program including monitoring and assessment, wetland management, education outreach, and act as Project Coordinator to implement the Great Lakes Restoration Initiative (GLRI) LTBB Bear River Habitat Restoration Project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

Wetland Protection Program

- Perform activities associated with the monitoring and assessment of selected wetland sites including wetland characterizations, identification of wetland boundaries for LTBB properties, and identification of rare, threatened, endangered and culturally significant species
- Participate in local/regional/national wetland protection/environmental policy meetings
- Review and comment on any State and Federal permits as needed
- Update the Draft LTBB Wetland Management Plan and work with the ESD Director to implement the Plan
- Perform activities associated with the implementation and of compliance with the LTBB Wetland Protection and Management Statute.
- Perform activities associated with the Clean Water Act Section 319 and/or Section 404 permitting authority process
- Provide education/outreach to Tribal and non-Tribal community regarding wetland/water resources protection and environmental issues/policies affecting Indian Country
- Develop or update Quality Assurance Project Plans for data collection as needed
- Organize/manage data into binders and/or appropriate databases, and perform any required data analysis
- Perform all quality assurance measures/maintenance for procedures and equipment
- Attend any trainings/conferences that will increase knowledge and capability of the Wetland Specialist.

- Report to the Environmental Protection Agency through quarterly reports, annual self assessment reports, Tribal technical/305(b) reports, and other required grant reports
- Perform activities associated with the Emerald Ash Borer grant including field collection of ash seeds for long-term storage

GLRI Bear River Habitat Restoration Project

- Coordinate and perform activities associated with the implementation of the GLRI grant including develop a Quality Assurance Project Plan, work with partners to coordinate complete field surveys, prioritize restoration sites, create an Invasive Species Management Plan, conduct education/outreach activities, solicit bids for contract work and select contractors, and complete/coordinate restoration of erosion sites, greenbelts, invasive species to target for eradication and replacement with native species
- Report to the Environmental Protection Agency through quarterly reports, assessment reports, and other required grant reports

EDUCATION AND EXPERIENCE

Bachelor's Degree in Botany, Aquatic Botany, Wetland Ecology, Environmental Science, or related field required. Bachelor's Degree in Environmental Science and three years of professional wetland-related work experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Identification of wetland boundaries and have knowledge of wetland delineation for regulatory purposes, wetland plants and ecosystems, GIS, and mapping.
- Ability to collect field data with a GPS.
- Knowledge of erosion control and green-belted techniques.
- Knowledge of Tribal, State, and Federal wetland laws and regulations, rare, threatened and endangered species in Northern Michigan, and invasive species management are desirable.
- Strong math and science capability with knowledge of statistics desired.
- Demonstrated knowledge of empirical analysis and comprehension of symbolized information such as that found in formulas and graphs.

Language

- Must possess the ability to read, analyze and interpret scientific periodicals, professional journals, technical procedures and governmental regulations as they relate to environmental issues and programs.
- Must possess the ability to write reports, business correspondence and procedural manuals.

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) and Print Shop.
- Must be able to complete internet research and maintain database files

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch, crawl, wade in standing and flowing water, and dig in the ground. The employee must occasionally lift and/or move up to 50 pounds (boat/canoe, and data collection equipment

on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.

